



**REEDSPORT**

## REEDSPORT POLICE DEPARTMENT

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John Carter  
*Chief of Police*

### COMMUNICATIONS OFFICER

#### PURPOSE OF POSITION:

Reedsport Police Department's dispatch is a secondary PSAP that operates 24 hours a day, seven days a week including holidays. Receives calls from the public regarding crime and emergency situations and dispatches appropriate safety service response; performs work in the care and custody of prisoners; performs a variety of record keeping and clerical functions; does related work as required.

#### ESSENTIAL JOB FUNCTIONS:

An employee in this class is responsible for the receipt of emergency calls, their evaluation and dispatch of necessary personnel. Work is normally performed under the general supervision of the Communications Supervisor who reviews work for overall effectiveness and conformance to policies, procedures, rules and regulations.

Receives transferred 9-1-1 calls and other calls on emergency and non-emergency situations; dispatches appropriate personnel and equipment including law enforcement, fire and medical.

Monitors radio frequencies of the Reedsport, Winchester Bay and Gardiner Fire departments and Lower Umpqua ambulance and dispatches personnel according to policy and procedures.

Operates Law Enforcement Data Systems (LEDS) and Record Management System (RMS) computer terminal and responds to inquiries on persons and vehicles, driver information, registration, criminal history and stolen property.

Monitors prisoners and officers throughout the jail, booking area and the department by video. Performs searches on same sex prisoners.

Enters warrants, citations and stolen property records into the computer; maintains other department logs, indexes and files related to records functions.

Greets the public at the information counter and provides assistance as necessary. Receives and receipts monies for bail, vehicle impound fees, copies of reports and other records and fingerprinting fees.

Monitors and send teletypes to other agencies; notifies officers of information pertaining to the field.

Performs all other related duties as assigned.

Works all shifts.

AUXILIARY JOB FUNCTIONS: Some knowledge of geographical area served, available resources for referral; operations and procedures involved in the use of public safety communication equipment.

Work rotating shifts; understands and carries out oral and written instructions; speaks clearly and distinctly; handle multiple and simultaneous demands; exercise good judgment in application of dispatch policies and procedures; maintains composure and calms others in emergency and stressful situations; establishes and maintains effective working relationships with employees, safety service agencies and the general public.

Operates computer systems, recording equipment and radio equipment.

MANDATORY REQUIREMENTS:

High School graduation or equivalent; one year general clerical experience, preferably in an emergency service field; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the described duties.

DESIRABLE ADDITIONAL QUALIFICATIONS:

Ability to type at net corrected rate of 40 words per minute.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motor vehicle. The position typically requires the movement of materials weighing 10 or more pounds.

WORKING CONDITIONS:

Work locations are primarily indoors. However, may be exposed to all types of weather conditions and may include contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. The position may require you to sit for extended periods while performing various duties. Manual dexterity and coordination are required less than 50% of the work period.

SUPERVISORY RESPONSIBILITIES:

Although supervision is not normally a responsibility of positions in this classification, employees may be requested to provide work guidance and/or training to new communication officers and police officers in the communication area.

SUPERVISION RECEIVED:

Works under the direction of the Communication Supervisor or his/her designee.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.